

## Instructions for Printing HSAP Student Score Labels From the Online Reporting System

### Part 1 – downloading student data file(s)

- Log in to the ORS via alohahsap.org
- Select Retrieve Student Results to download student files

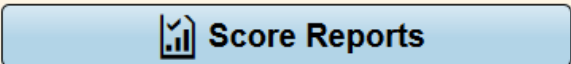
### Welcome to the Online Reporting System

*What are you interested in viewing?*

Select

Hawaii Department of Education

To download Student Files, click here:  

To view Score Reports, click here: 

- Step 1: Select Test (Smarter Summative, EOC, etc...), Administration Year and other filters.
- Step 2: Select School
- Step 3: click “Download”

**Score Reports** | **Reports & Files** | [Inbox \(0\)](#) | [Search Students](#) | [Upload Rosters](#) | [Add Roster](#) | [View/Edit Rosters](#) | This Page: [Help](#) | [Print](#)

Now viewing: Scores for students who were mine at the end of the selected administration

### Retrieve Student Results & My Inbox

#### Create New Data File to Download

##### Step 1: Choose What

Report Type:

Test:

Administration:

Tested Grade:

Download Format:

Filter By:

##### Step 2: Choose Who

Complex Area:

Complex:

School:

[Download](#)

- You will receive a notice in your inbox (at the top of the screen) when the file becomes available

- Depending on your browser and operating system, the downloadable ORS files may arrive in a .zip file. Users will need to click to select and open the appropriate files.



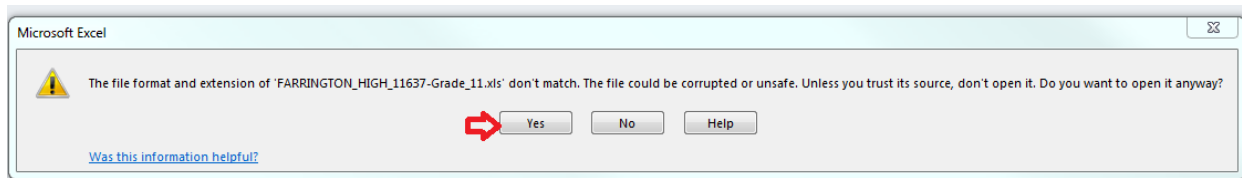
- You can find the file in your Inbox at the bottom of the page

### My Inbox

Your data file(s) will remain available for 30 days.

Name	Data	Type	Test	Administration	Grade	Date Created	Status

- Click on your file to open, Select “Yes” to open file at the popup box



- The header Row in the Excel file will have the information you will use to fill in the mailing labels

	A	B	C	D	E	F	G	H	E
1	Student First Name	Student Last Name	Student ID	Student DOB	Gender	Ethnicity	Enrolled Grade	Enrolled School	

- Refer to the pictures below for the fonts and layouts of the different labels (EOC, Summative, etc...). They will show you which fields are required and where they are located.
- Note: the SB Labels use Avery 5162 or other labels that come in 2 columns by 7 rows.**

## Part 2 – Printing Labels

- Open a new Microsoft Word document
- From the “Mailings” tab, select “Start Mail Merge”
- Select “Labels”
- In the Label Options pop-up window, click on the Label Vendors dropdown menu
- Select “Avery US Letter”
- In the Product Number field, find and select product number 5162. Select “OK”.



- Select "Select Recipients"
- Select "Use an Existing List"
- Browse to and open the Excel file of student records downloaded from the ORS
- Select "Insert Merge Fields"
- Click on fields you want on the label, following the .pdf templates supplied below
- For font selection, hover over the red square sections on the appropriate labels in the attached files. The font and size will appear in a popup window
- Click "Finish and Merge" and select "Edit Individual Documents" to view them before printing
- Labels will open in a new document.
- Edit if needed, insert labels into printer, and print.

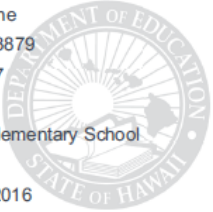
End of Course Exam labels:

Hawai'i State End-of-Course Exams			
Student Name: Doe, Jane		Student ID: 1234567890	
School Name: AIR School		Date of Birth: 01/05/1998	
School Code: 123		Grade: 11	
Print Date: Spring 2016			
Algebra I	Algebra II	Biology I	U.S. History
2012-13 N/A 2013-14 Fa 325 M; Sp 335 E 2014-15 Sp 308 M; Su 329 E 2015-16 Sp 334 E	2012-13 Su 220 W 2013-14 Fa 320 M 2014-15 Fa 325 M; Sp 328 M 2015-16 Sp 339 E	2012-13 N/A 2013-14 Su 325 M 2014-15 Sp 341 M 2015-16 Sp 351 E	2012-13 Sp 250 W 2013-14 Fa 299 A; Sp 303 M 2014-15 Sp 275 A; Su 308 M 2015-16 Sp 332 E

HSA-ALT labels:

Hawai'i State Alternate Assessments			
Student Name: Doe, Jane		Student ID: 1234567890	
School Name: Aloha Elementary School		Date of Birth: 01/05/2007	
School Code: 123		Grade: 04	
Test Date: Spring 2016			
Reading	Mathematics	Science	
<b>310</b> Meets Proficiency	<b>310</b> Meets Proficiency	<b>325</b> Meets Proficiency	

HSA Science labels:

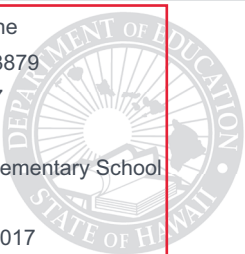
Student Name: Doe, Jane		<b>Hawai'i State Assessment Science Scale Score</b>
Student ID: 2200213879		<b>325</b>
Date of Birth: 08/07/07		Meets Proficiency
Grade: 04		
School Name: Aloha Elementary School		
School Code: 123		
Test Date: Spring 2016		

HSA-SBAC labels:

Hawai'i State Smarter Balanced Assessments			
Student Name: Doe, Jane		Student ID: 1234567890	
School Name: Aloha Elementary School		Date of Birth: 01/05/2007	
School Code: 123		Grade: 04	
Test Date: Spring 2016			
ELA/Literacy	Mathematics		
<b>2680</b> Level 4 Exceeded Standard	<b>2680</b> Level 4 Exceeded Standard		



Student Name: Doe, Jane  
Student ID: 2200213879  
Date of Birth: 08/07/07  
Grade: 04  
School Name: Aloha Elementary School  
School Code: 123  
Test Date: Spring 2017



**Hawai'i State Assessment  
Science Scale Score**

**325**

Meets Proficiency

**Hawai'i State Smarter Balanced Assessments**

Student Name: Doe, Jane  
School Name: Aloha Elementary School  
School Code: 123  
Test Date: 2016-2017

Student ID: 1234567890  
Date of Birth: 01/05/2007  
Grade: 04

**ELA/Literacy**

**Mathematics**

**2680**

Level 4

Exceeded Standard

**2680**

Level 4

Exceeded Standard

**Hawai'i State Alternate Assessments**

Student Name: Doe, Jane  
School Name: Aloha Elementary School  
School Code: 123  
Test Date: 2016-2017

Student ID: 1234567890  
Date of Birth: 01/05/2007  
Grade: 04

**Reading    Mathematics    Science**

<b>310</b> Meets Proficiency	<b>310</b> Meets Proficiency	<b>325</b> Meets Proficiency
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